

**Deadline**  
**9 November 2015**

**HOTEL RESERVATION FORM**

DesignEd Asia 2015 Conference on 1-2 December 2015

*The Hong Kong Polytechnic University - School of Design*

Attn: Harbour Plaza Metropolis – Winnie Li (Sales Executive)

**Fax: (852) 3160-6988    Tel: (852) 3160-6821    Email: [winniel2@harbour-plaza.com](mailto:winniel2@harbour-plaza.com)**

**Harbour Plaza Metropolis**, 821 guest rooms and suites are designed for guests who expect discreet luxury and modern functionality. Convenient location next to The Hong Kong Polytechnic University, direct access within walking distance. Hotel recreation: gym, sauna, Jacuzzi, outdoor swimming pool and spa & massage services. For dining, the hotel has four outstanding harbour view restaurants and bar serving International, Japanese and Chinese cuisine.

**Please fill in BLOCK LETTERS:**

Name: Prof./Dr/ Mr/Ms (First name) \_\_\_\_\_ (Last name) \_\_\_\_\_

Prof./Dr/ Mr/Ms (First name) \_\_\_\_\_ (Last name) \_\_\_\_\_

Contact No. : (Tel) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

Number of Rooms: ( ) **Superior Room on Standard Floor**

Room Rate: HK\$1,000nett per room per night

Privileges: In-room Internet access (wired/wifi) for a max. of 2 devices per day

Welcome fruit upon arrival

Complimentary 2 bottles of distilled water (each 430ml) with daily replenishment

In-room coffee and tea making facilities

Free use of gym, sauna, outdoor swimming pool and Jacuzzi

Daily newspaper (English/Japanese/Chinese)

Supplement: ( ) Daily buffet breakfast served at The Promenade – HK\$110 nett per person per meal

*\*All of the above rates are **inclusive of 10% service charge and prevailing government tax (if any) per room per night.***

Special Request: Queen Size Bed  Two Single Beds  Non-smoking

Arrival Date: \_\_\_\_\_ Flight \_\_\_\_\_ Time \_\_\_\_\_

Departure Date: \_\_\_\_\_ Flight \_\_\_\_\_ Time \_\_\_\_\_

Airport Shuttle: Shuttle bus – HK\$140 per person per trip to/from Airport and Hotel Arrival  Departure

**\* Please approach hotel “Pick-up B05a” counter for the transportation service in the Airport**

Booking Guaranteed By: Visa  Master

Name on Credit Card: \_\_\_\_\_ Card No. : \_\_\_\_\_ Expiry Date : \_\_\_\_\_

Date of Application: \_\_\_\_\_ Signature : \_\_\_\_\_

**IMPORTANT NOTES:**

1. In case of any amendment or cancellation of room reservation made less than *21 days* prior to your expected arrival, one night room charge will be debited on your given credit card as penalty directly.
2. In case of any amendment or cancellation of room reservation made less than *7 days* prior to your expected arrival or no-show, 100% expected whole period of room charges will be debited on your given credit card as penalty directly.
3. Payment Method: All guests must settle all payments by cash or credit card upon departure. NO credit facility and credit card by 3<sup>rd</sup> party for payment is allowed.
3. Rates are **on a first-come-first-served basis**, applicable on 30 November – 5 December 2015 and subject to hotel’s availability.

**\*\*HOTEL WILL REPLY YOU WITHIN 3 WORKING DAYS\*\***